

Topsham Community Center Committee
Minutes September 8th, 2025, Time: 6:00 PM

1. Call to order. Time: **6:04pm**

Members: Leslie Byrne, Steve Kessler, Lynn Sirois, Alison Cary-Blais, Kathy Hunter, Kim Pride, Heather Rogers

Staff: Mark Waltz

Staff absent: Pam LeDuc

Guests present: Mark Lee (Harriman)

2. Invitation to guest present to introduce/ make comment to committee: N/A

3. Any changes to this agenda?

Addition of number 6 below (fundraising)
input from Community Members regarding presentation.

4. Harriman Updates (Mark Lee):

Update to draft site plan:

Roadway and utilities coming in on property line (add 5' pathway to connect)
310 feet off property line to building. Access drives around the entire building itself.

Update draft floor plan:

Addition of bathroom facility around multi-purpose room (for childcare events)

Update to fitness area to include aerobic area

Storage area included within Multipurpose room

Bathrooms both in hallway and in locker room

Extra space on one side of the walking track

Update to 3D design model

Shed roofs and brick

Glass entry way with windows on both floors

Next Phases could include (and % of total effort): schematic design (10-15%), design development (20%), Construction Documents (35%), Bidding (5%), Oversee during construction (25%)

5. Planning Meeting Update

Updated sample budget – Based on adjustments from last meeting

Town run leagues (how to determine what would already be captured in Parks/ Rec line items
(vs community center)

Ideally program fees would offset the cost associated with program

The mission of the Community Center Committee is to understand the desires and needs of the Topsham Community to identify accessible, affordable, sustainable recreational solutions that will serve the multigenerational community and social connections among Topsham citizens.

6. Local Fundraising Consultant Update (Lynn)

Kathy and Lynn met with CC Danforth today – Not interested in capital campaign fundraising
Her field of expertise was smaller private events (\$5k run, cocktail parties etc.)
Re-iterated that first year would be a silent year
Her fee is \$90/hr. for coordinating and designs events.

7. Review minutes from **August 18th, 2025**, Meeting (approved minutes as is)

8. Follow Up Action Steps:

- Preparation for presentation to select board
 - Input from Community Members regarding presentation
- Comparison to So. Portland (Heather)

9. Confirmation of next meeting date/ time: **September 22nd 5:15 pm**

10. Meeting adjourned. Time **7:31**.

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